
INTRODUCTION

County Human Services Boards must have the opportunity to review all proposed direct human services contracts for services provided within the county. MCL 400.45 (Act 280 of 1939)

COUNTY BOARD MEMO

County Human Services Boards have 30 days from the date on the County Board Memo to review and comment upon a proposed contract.

MULTI-COUNTY CONTRACTS

Multi-county contracts shall be submitted to the County Human Services Board in the county in which the contractor's primary service office is located.

COUNTY BOARD PROCESS

BGP Contract Analyst

1. Prepare the County Board Memo upon receipt of an RQN and forward it, along with a copy of the contract, to the local office contract liaison for submission to the County Human Services Board.
2. Update SIGMA.

Local Office Contract Liaison

3. Submit completed County Board Memo to the MDHHS local county director and the County Human Services Board.

County Human Services Board

4. Review documentation.
5. Forward signed County Board Memo to the Bureau of Grants and Purchasing (BGP) by the due date.

BGP

6. File County Board Memo